



Administration for Children and Families

Office of Planning, Research and Evaluation

University Partnership Research Grants for the Health Profession Opportunity Grants (HPOG) Program under
the Affordable Care Act (ACA)

HHS-2011-ACF-OPRE-PH-0145

Application Due Date: 08/05/2011

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Department of Health & Human Services
Administration for Children & Families

Program Office: Office of Planning, Research and Evaluation
Funding Opportunity Title: University Partnership Research Grants for the Health Profession Opportunity Grants (HPOG) Program under the Affordable Care Act (ACA)
Announcement Type: Initial
Funding Opportunity Number: HHS-2011-ACF-OPRE-PH-0145
CFDA Number: 93.093
Due Date for Applications: **08/05/2011**
Executive Summary:

The Office of Planning, Research and Evaluation (OPRE), within the Administration for Children and Families (ACF), announces the availability of funds to support new research and evaluation under the Health Professions Opportunity Grants (HPOG) program. These University Partnership grants to researchers and scholars are expected to augment ACF's multi-pronged evaluation of HPOG demonstrations by focusing on questions relevant to career track education and training programs in the health professions and related labor market issues.

Proposed studies may be applied, basic, or methodological, and may seek to answer specific questions or address broader research topics of interest in particular HPOG sites or across multiple HPOG sites. As such, applicants are required to demonstrate a partnership with an HPOG program(s) as an integral part of the research plan development and execution.

The University Partnership grants are intended to support research and evaluation that will inform and improve HPOG program performance and complement ACF's multi-pronged evaluation of the HPOG programs. Grantees will be expected to work closely and coordinate with ACF's multi-pronged evaluation and the Federal Project Officer in order to promote cross-project learning and avoid duplicative efforts. Proposed studies should also benefit the welfare and employment research field more broadly by seeking to advance the state of the art and knowledge of healthcare workforce development and education and training programs, and should inform relevant policy decisions and solutions, particularly for underserved populations.

I. Funding Opportunity Description

Statutory Authority

The statutory authority for this funding is section 2008(a)(3)(B) of the Social Security Act (42 U.S.C. §1397g(a)(3)(B)) as enacted by Section 5507 of the Patient Protection and Affordable Care and Health Care and Education Affordability Reconciliation Act of 2010 (Pub. L. No. 111-148).

Description

Background

The Health Professions Opportunity Grants (HPOG) program was authorized by Section 5507 of the Patient Protection and Affordable Care and Health Care and Education Affordability Reconciliation Act of 2010 (Pub. L. No. 111-148). The program, administered by the Office of Family Assistance (OFA) in the Administration for Children and Families (ACF), provides funds for demonstration projects to provide

low-income individuals with opportunities for education, training, and advancement that lead to jobs that pay well and address the healthcare professions' workforce needs by focusing on sectors expected to either experience labor shortages or have high demand. Five-year grants were awarded at the end of Fiscal Year 2010 to 27 demonstration projects providing services to Temporary Assistance for Needy Families (TANF) recipients and other low-income individuals, and to 5 tribal organizations. For more information about the HPOG program, see the original announcements at <http://www.acf.hhs.gov/grants/open/foa/view/HHS-2010-ACF-OFA-FX-0126> and <http://www.acf.hhs.gov/grants/open/foa/view/HHS-2010-ACF-OFA-FY-0124>. The awardees for the HPOG grants are listed on the Administration for Children and Families, Office of Family Assistance website at http://www.acf.hhs.gov/programs/ofa/hpog_public_list.html

HPOG program grantees are required to carry out their projects in coordination with the State TANF agency, relevant local and State workforce investment boards, and the State apprenticeship agency. Further, the demonstrations are expected to: (1) target skills and competencies demanded by the healthcare industry; (2) support career pathways, such as an articulated career ladder; (3) result in an employer- or industry-recognized certificate or degree (which can include a license, as well as a Registered Apprenticeship certificate or degree); (4) combine supportive services with education and training services to help participants overcome barriers to employment, as necessary; and (5) provide training services at times and locations that are easily accessible to targeted populations.

The Office of Planning, Research and Evaluation (OPRE) within ACF is utilizing a multi-pronged evaluation strategy to assess the success of the HPOG demonstration projects. The first piece of this strategy, the design of an evaluation of the 27 TANF/low-income programs, was launched at the end of FY 2010 and is being led by Abt Associates Inc., in conjunction with the Urban Institute. The evaluation is intended to assess implementation, system change, and outcomes. Additionally Abt Associates, Inc. and Urban Institute will provide support for the collection of uniform data measures for performance management and coordination among the multiple evaluation activities addressing HPOG. The evaluation design activities will be completed in 18 months. The coordination and support functions will continue through FY 2014. For more information about this piece of OPRE's evaluation strategy, see http://www.acf.hhs.gov/programs/opre/welfare_employ/health_profession/health_profession_overview.html.

A subset of the HPOG program grantees will also be asked to participate in impact evaluations. For example, demonstration sites that have a strong health career path focus and which would support impact evaluation may be selected to participate in the Innovative Strategies for Increasing Self-Sufficiency (ISIS) project, OPRE's multi-site, random assignment evaluation of promising strategies for increasing employment and self-sufficiency among low-income families. Additional HPOG efficacy and effectiveness studies may be carried out as part of other components of OPRE's multi-pronged evaluation strategy.

A separate comprehensive process and outcome evaluation is being conducted of the Tribal HPOG grantees, led by the National Opinion Research Center (NORC) at the University of Chicago in conjunction with Red Star Innovations and the National Indian Health Board (NIHB). The goal of this evaluation is to provide documentation and lessons about diverse programmatic approaches to health professions training serving the tribal population. Interview and program operations data will be collected to provide an in-depth, systematic analysis of program implementation, operations, and outputs and outcomes in all tribal sites. Additionally, data will be compared within and across sites to examine correlations and patterns and generate hypotheses about the effectiveness of different program approaches for tribal populations. The evaluation will encompass 5 years, from FY 2010 through FY 2014, and will be closely coordinated with the evaluation of the TANF/low-income HPOG programs. For more information, see http://www.acf.hhs.gov/programs/opre/welfare_employ/ethpog/ethpog_overview.html.

Purpose and Scope

The University Partnership Research Grants for HPOG are an integral component of OPRE's multi-pronged evaluation strategy. The specific goals of the research grants are:

- To examine research questions relevant to the HPOG program goals and objectives, as delineated by the legislation;
- To augment ACF's multi-pronged evaluation of HPOG demonstrations by focusing on particular questions relevant to career track education and training programs in the health professions and related labor market issues;
- To support research to inform and improve HPOG program performance;
- To emphasize the importance of developing true working research partnerships with HPOG programs and other relevant entities within the community, thereby increasing the effectiveness of the applied research work; and
- To address issues of current relevance to decision makers at the local, State, and national levels in order to inform policy decisions and solutions, particularly those related to career track education and training programs and related labor market issues for TANF recipients and other low-income populations, and tribal communities.

As stated previously, the purpose of this announcement is to stimulate and fund research or evaluation studies focused on questions relevant to the HPOG program goals and objectives. Proposed studies may be applied, basic, or methodological, and may seek to answer specific questions or address broader research topics of interest in particular HPOG sites or across multiple HPOG sites. As such, applicants are required to demonstrate a partnership(s) with an HPOG program(s) as an integral part of the research plan development and execution.

Proposed studies should reflect careful consideration and selection of a research topic that is well matched and relevant to the HPOG program partner(s). Grantees will be expected to have a sound management plan for working in concert with the HPOG program partner(s) while maintaining quality control over the implementation and ongoing operations for the study, and maintaining a good relationship with the HPOG program partner(s). Grantees will also be expected to work closely and coordinate with the various components of ACF's multi-pronged evaluation strategy and the Federal Project Officer in order to promote cross-project learning and avoid duplicative efforts.

The proposed approach, methods, and analytic techniques should be appropriate and sufficient for addressing the proposed research question(s). Proposed studies should utilize the most rigorous research methodology for the selected research question(s). The approach should demonstrate an in-depth understanding of the methodological options and trade-offs that must be considered and addressed to obtain quality information and complete the project on schedule and produce high quality, useful products. ACF is interested in supporting the use of creative and innovative strategies and state-of-the-art analytic techniques that can be expected to substantially enhance the quality of the work, analyses, specific tasks or the overall study, or save time or other resources.

The expected findings should lead to knowledge and improvements that can be directly applied by the HPOG program partner(s) and others providing services through HPOG programs. The project and expected findings should also benefit the welfare and employment research field more broadly in terms of the potential to advance the state of the art and knowledge of healthcare workforce development, and education and training programs for TANF and other low-income individuals and/or tribal communities. Further, the expected results should address issues of current relevance to decision makers at the local, State, and national levels in order to inform policy decision and solutions.

Research topics that are of particular interest for the HPOG research grants include (but are not limited to):

- Issues pertaining to the implementation of HPOG programs, including challenges, best practices, and institutional changes;
- Issues pertaining to specific or special populations participating in HPOG programs;
- Whether and how well HPOG programs have increased and/or made more accessible entry points to

- health professions, particularly for underserved populations;
- Issues pertaining to the required and strategic partnerships in which HPOG program grantees engage;
 - Issues pertaining to engaging employers in the healthcare field;
 - Nature and effect of the provision of supportive services by HPOG programs;
 - Identification and examination of family-, parent-, and/or child-level outcomes that might be influenced by participation in the HPOG programs;
 - Structure and effectiveness of career pathways implemented by HPOG programs for specific sub-sectors of the healthcare sector;
 - Issues pertaining to the sustainability and replicability of HPOG programs;
 - Issues pertaining to job mobility within and across healthcare sub-sectors and occupational categories, including transferability of skills acquired and continuing education or provision of on-the-job training for continuous upgrade of skills and job advancement;
 - Roles of levels of credentialing and certification;
 - Whether and how well HPOG programs are meeting the healthcare profession's workforce needs in specific geographic regions;
 - Social network and/or systems analyses;
 - Cost-benefit analyses of HPOG program(s), including prioritizing investments given limited resources; and
 - Issues pertaining to innovative research methodologies or analytic techniques that can be used to study HPOG programs and other similar programs.

OPRE will also consider other topics of interest pertaining to workforce development and education and training programs, sector-based employment strategies, community college career ladder programs, and other related program strategies for TANF and other low-income individuals and/or tribal communities.

The selected question(s) of interest and how it is well matched and relevant to the HPOG program partner(s) **should be clearly described in the application**. The application should describe how the expected results can be straightforwardly applied and used by the HPOG program partner(s) and others providing services through HPOG programs to improve performance. The application must also contain evidence of the collaborative research partnership with an HPOG program(s) in project development and throughout the research plan. The application **must contain a Letter of Agreement from the HPOG program(s)** certifying that they have entered into a partnership with the applicant.

OPRE anticipates funding three to five long-term studies (up to 48-months). Applicants for HPOG research grants will be most likely to succeed if they address topics of interest relevant to HPOG programs, such as those described above; demonstrate partnership with an HPOG program(s); indicate how the expected findings would be relevant and useful to the HPOG program partner(s), the broader research field, and decision makers at the local, State, and national levels; indicate how the proposed project will coordinate with ACF's multi-pronged evaluation of HPOG; and utilize the most rigorous research methodology for the selected research question(s).

Project Requirements

Meeting Attendance. The principal investigators (including principal researchers from all participating institutions) must attend up to two in-person meetings annually of the HPOG University Partnership Research Grants. Up to eight meetings will take place over the course of this grant period. The first in-person meeting will occur within the first month of the grant award (expected by September 1, 2011, but will be no later than September 30, 2011). The meetings will be held in the Washington, DC metropolitan area and will last approximately 1½ days each. The purpose of these meetings will be to support the planning, implementation, and coordination of the research projects undertaken by the Grantees. The meetings will include presentations on the progress of the research and discussions of any issues arising within the research efforts. The Grantee's budget should reflect travel funds for the Grantee meetings. In addition, the principal investigators will participate on monthly conference calls with the

Federal Project Officer to communicate the progress of their work and identify issues that are arising related to the HPOG University Partnership Research Grants. OPRE expects to provide logistical support for these conference calls and for the Grantee meetings and can also bring in expert consultants where the Grantees and the Federal Project Officer see a need.

Archiving. OPRE will work with each approved Grantee to identify optimum venues/repositories for archiving final data sets and other research products.

Roles and Responsibilities of Grantees

More specifically, the roles and responsibilities of the Grantees include:

- Participating in up to two in-person meetings annually with the Federal Project Officer and other Federal partners and interested parties;
- Participating in monthly phone calls with the Federal Project Officer;
- Working with the Federal Project Officer to jointly identify final research questions and analytic plans that will be most beneficial to the HPOG program and the welfare and employment research field, and that will be complementary of ACF's multi-pronged evaluation of HPOG;
- Proposing and finalizing (through joint decision-making with the Federal Project Officer) the primary research question(s) and major study for the grant;
- Developing and finalizing (through joint decision-making with the Federal Project Officer) an analytic plan for conducting the study;
- Coordinating with ACF's multi-pronged evaluation strategy for HPOG;
- Partnering with an HPOG program(s) as an integral part of the research plan development and execution;
- Implementing the study, including data collection and analysis, interpretation, and writing all papers, briefs, or reports; and
- Determining (through joint decision-making with the Federal Project Officer) the best way(s) to archive final data sets and other research products.

See *Section II* for a description of the substantial involvement of the Federal Project Officer of ACF in the performance of the awarded cooperative agreement.

II. Award Information

Funding Instrument Type:	Cooperative Agreement
Estimated Total Funding:	\$1,500,000
Expected Number of Awards:	5
Award Ceiling:	\$500,000 Per Budget Period
Award Floor:	\$0 Per Budget Period
Average Projected Award Amount:	\$300,000 Per Budget Period

Length of Project Periods:

48-month project with four 12-month budget periods

Additional Information on Awards:

Awards made under this announcement are subject to the availability of Federal funds.

Applicants may apply for project periods up to 48 months with four 12-month budget periods. Applicants proposing 48-month project periods will be awarded up to \$500,000 for the first 12-month budget period and up to \$500,000 each for the subsequent second, third, and fourth 12-month budget periods, for a total not exceeding \$2,000,000 for the entire 48-month project period.

Initial awards will be made for the first 12-month budget period. Continuation awards for the second,

third, and fourth 12-month budget periods will be subject to the availability of funds, satisfactory progress by the grantee, and a determination that continued funding would be in the best interest of the Federal Government.

The need for a 48-month project period should be identified in Item 13 on the Standard Form (SF) 424, in the project narrative, and in the budget.

Applicants will receive instructions on how to submit non-competing continuation applications during the first budget period to request funds for the second, third, and fourth budget periods.

Description of ACF's Anticipated Substantial Involvement Under the Cooperative Agreement

Grants awarded under this Funding Opportunity Announcement will be funded in the form of Cooperative Agreements. By choosing to participate in this Cooperative Agreement, the Grantees agree to participate in a consortium composed of key staff from the Grantees, key Federal staff with interest in this project, contractors leading other components of ACF's multi-pronged evaluation of HPOG, and any other parties identified as relevant by the Grantees and the Federal Project Officer. A Cooperative Agreement is Federal assistance in which substantial Federal involvement in project activities is anticipated.

ACF expects to collaborate closely with the organizations that receive funding to ensure monies are used appropriately and in the most effective manner possible, and that the activities included in the approved applications address the topics of interest in an efficient, effective, and timely manner. In order to ensure that these grants provide the public with the greatest benefit, it is critical that the grants awarded under this competition support studies addressing primary issues of interest to the HPOG program goals and objectives, and that the studies proposed do not duplicate each other or other research currently underway.

Hence, as part of the Cooperative Agreement, the Grantees are expected to collaborate with the Federal Project Officer in finalizing their research questions and plans. Grantees are also expected to coordinate with ACF's multi-pronged evaluation strategy for HPOG, and are required to demonstrate a partnership or partnerships with a HPOG program or programs as an integral part of the research plan development and execution. The application must contain a Letter of Agreement from the HPOG program or programs certifying that they have entered into a partnership with the applicant. It is expected that the Grantees will work with Federal staff to make joint decisions in identifying the final research questions that support ACF/OPRE identified areas of interest, as well as the study designs for addressing these questions. Furthermore, as part of the Cooperative Agreement, ACF expects to assist Grantees with identifying optimum venues/repositories for archiving final data sets and other research products.

The organizations selected to receive the awards will be responsible for developing the study plan in consultation with Federal staff, sharing it with the Federal Project Officer, revising the plan - as necessary - based on conversations with and guidance from the Federal Project Officer, implementing the research plan, and developing the required reports and final products for the grant. Priorities, schedule, goals, and objectives will be further defined during post-award discussions between OPRE and the Grantees.

Roles and Responsibilities of ACF

In general, OPRE staff will collaborate with the Grantees in identifying and refining the final research questions and study designs for this award, and will approve study designs and analytical approaches before they are implemented. The Federal Project Officer and other ACF staff will participate in the up to two in-person meetings per year and monthly conference calls to provide any necessary technical assistance and feedback, and to remain informed about project activities and progress. OPRE staff will review and provide feedback regarding Grantees' research plans, annual reports, cumulative final reports, and other products to ensure that they are relevant and translatable to the policy and practice communities. OPRE staff will work with Grantees to identify optimum venues/repositories for archiving final data sets and other research products.

More specifically, Federal involvement will include the following:

1. OPRE will work collaboratively with Grantees to refine and finalize the primary research questions and major studies for the grants, to ensure they are relevant and well matched to the HPOG program partners and well coordinated with and complementary of ACF's multi-pronged evaluation of HPOG.
2. OPRE will provide consultation and will review and approve plans for the research project and any revisions made to the plan during the budget/project period.
3. OPRE will participate in monthly conference calls with Grantees as well as up to two in-person meetings per year, and will review and provide feedback regarding Grantees' research plans, annual reports, final reports, and other products.
4. OPRE will organize additional consultations, meetings, briefings, teleconferences, and other forums, as necessary, with Grantees to review current and planned activities, to share information, and to promote coordination with ACF's multi-pronged evaluation of HPOG.
5. OPRE will provide opportunities for and will facilitate coordination and collaboration with Grantees, and to the extent necessary, contractors leading other components of the multi-pronged evaluation of HPOG and other Grantees funded by OPRE.

See *Section I* for a description of the roles and responsibilities of Grantees in the performance of the project under the awarded cooperative agreement.

Please see *Section IV.5 Funding Restrictions* for any limitations on the use of grant funds awarded under this announcement.

III. Eligibility Information

III.1. Eligible Applicants

- Public and State controlled institutions of higher education
- Nonprofits having a 501(c)(3) status with the IRS, other than institutions of higher education
- Nonprofits without 501(c)(3) status with the IRS, other than institutions of higher education
- Private institutions of higher education
- For-profit organizations, other than small businesses
- Small businesses
- Others (see "Additional Information on Eligibility" for clarification)

Additional Information on Eligibility:

(a) Tribally Controlled Land Grant Colleges and Universities (TCUs) as cited in Section 532 of the Equity in Educational Land Grant Status Act of 1994 (7 U.S.C. § 301 note), any other institutions that qualify for funding under the Tribally Controlled Community College Assistance Act of 1978, (25 U.S.C. § 1801 et seq.), and Navajo Community College, authorized in the Navajo Community College Assistance Act of 1978, Pub. L. No. 95-471, title II (25 U.S.C. § 640a);

(b) Historically Black Colleges and Universities (HBCUs) as defined in the amended version of the Higher Education Act of 1965, codified at 20 U.S.C. § 1061(2), and that are institutions established prior to 1964 whose principal mission was, and is, the education of Black Americans, and must meet the definition of "Part B institution" in Section 322 of the Higher Education Act of 1965, as amended; and

(c) Hispanic Serving Institutions (HSIs) as defined in the amended version of the Higher Education Act of 1965, codified at 20 U.S.C. § 1101a(a)(5), and that are institutions who satisfy Section 502(a)(5) of the Higher Education Act of 1965, as amended.

Individuals, foreign entities, and sole proprietorship organizations are not eligible to compete for, or receive, awards made under this announcement.

Faith-based and community organizations that meet eligibility requirements are eligible to receive awards under this funding opportunity announcement.

See "Legal Status of Applicant Entity" in *Section IV.2* for documentation required to support eligibility.

III.2. Cost Sharing or Matching

Cost Sharing / Matching Requirement: No

III.3. Other

Disqualification Factors

Applications with requests that exceed the ceiling on the amount of individual awards as stated in *Section II. Award Information*, will be deemed non-responsive and will not be considered for competitive review or funding under this announcement.

Applications that fail to satisfy the due date and time deadline requirements stated in *Section IV.3. Submission Dates and Times*, will be deemed non-responsive and will not be considered for competitive review or funding under this announcement.

See *Section IV.3. Submission Dates and Times* for disqualification information specific to electronically-submitted applications:

- Electronically-submitted applications that do not receive a date/time-stamp email indicating application submission on or before 4:30 p.m., eastern time, on the due date, will be disqualified and will not be considered for competitive review or funding under this announcement.
- Electronically-submitted applications that fail the checks and validations at www.Grants.gov because the Authorized Organization Representative (AOR) does not have a current registration at the Central Contractor Registry (CCR) at the time of application submission will be disqualified and will not be considered for competitive review or funding under this announcement.

Section IV. Application and Submission Information

IV.1. Address to Request Application Package

Standard Forms, assurances, and certifications are available at the ACF Funding Opportunities Forms webpage. Standard Forms are also available at the Grants.gov Forms Repository website.

University Partnership Research Grants for the Health Profession Opportunity Grants (HPOG) Program
c/o ICF International

9300 Lee Highway

Fairfax, VA 22031

Phone: 1-866-989-HPOG (1-866-989-4764)

Fax: (703) 934-3740

Email: univpartnershpog@icfi.com

Federal Relay Service:

Hearing-impaired and speech-impaired callers may contact the Federal Relay Service for assistance at 1-800-877-8339 (TTY - Text Telephone or ASCII - American Standard Code For Information Interchange).

Section IV.2. Content and Form of Application Submission

Copies Required:

If applying in hard copy, applicants are required to submit one original and two copies of all application materials. **If applying electronically via www.Grants.gov**, applicants must submit one complete copy of the application package electronically. Applicants submitting electronic applications need not provide additional copies of their application materials.

Signatures:

The original signature of the Authorized Organization Representative (**AOR**) is required only on the original copy of hard copy application submissions. The AOR is named by the applicant, and is authorized to act for the applicant, to assume the obligations imposed by the Federal laws, regulations, requirements, and conditions that apply to the grant application or awards. A point of contact on matters involving the application must also be identified on the SF-424 at item 8f. The point of contact, known as the Project Director or Principal Investigator, should not be identical to the person identified as the AOR.

Formatting Requirements:

All application materials for both hard copy (mailed or hand delivered) and electronic submissions must be submitted on 8 ½" x 11" white paper with 1-inch margins. **All pages of the application submission (hard and electronic copies) must be sequentially numbered.** Project Descriptions, narratives, summaries, etc., must be in double-spaced format in 12-point font. Hard copy application materials must be one-sided for duplication purposes. Hard copy application copies (original and two copies) must not be bound, they may be clipped or rubber-banded together.

If an application exceeds the cited page limitation for double-spaced pages in the application narrative or the double-spaced page limitation cited for the appendices and resumes, the extra pages will be removed and will not be reviewed. In addition, if an application narrative is single-spaced and/or one-and-a-half spaced (in whole or in part) the total number of these lines will be doubled. This adjustment may result in an increased total number of pages, which will be removed so that the application conforms to the cited double-spaced page limitation. **Page limitations do not include the required Standard Forms.**

This section also may include instructions on the order of assembly for hard copy (mailed or hand delivered) application submissions. Acceptable formats for applications submitted electronically via www.Grants.gov are MS-Word and Excel, Word Perfect, Adobe PDF, Jpeg and Gif.

Later in this section of the announcement, specific information on page limitations is provided. Information on required Standard Forms and other forms, certifications and assurances, D-U-N-S Numbers and Central Contractor Registration (CCR) requirements, the project description, budget and budget justification requirements, and methods of application submission are also found later in this section (*Section IV.2.*).

A checklist of required application elements is available for applicants' use in *Section VIII. Additional Information.*

Applicants must limit their application package to **35 pages**. This page limit applies to both narrative text and supporting materials, not including the required Standard Forms. Appendices, **as defined below**, do not count towards the 35 page limit. In addition, applicants must number the pages of their application **beginning with the Table of Contents**. Pages in excess of the page limitation will be removed and not reviewed. Applicants are advised to include all required forms and materials and to organize these

materials according to the format for their application package, and in the order, presented below:

1. **Required Standard Federal Forms and Certifications** signed by the applicant's authorizing official to acknowledge responsibility for the obligations imposed by the terms and conditions of the grant award.
2. **Table of Contents.**
3. **Project Summary/Abstract.** (One page maximum)
4. **Project Approach.** The project approach should be carefully developed in accordance with the research goals as described in the Purpose and Background sections of this announcement, and the structure requirements listed in *Section V. Applicants are strongly encouraged to use the detailed Evaluation Criteria found in Section V in preparing their application.* The project approach should address the following: 1) Approach (including the research question(s), design, and methodology); 2) Partnership with HPOG Program Grantees and ACF; 3) Outcomes Expected; 4) Qualifications and Commitment of Key Personnel; 5) Organizational Capacity; and 6) Protection of Sensitive and/or Confidential Information.
5. **Logic Model.**
6. **Appendices.** The following materials should be included in the appendix, and do not count towards the 35 page limit. **1) Third-Party Agreements.** Applicants should include letters of commitment from all HPOG program partners and any additional agencies or organizations proposed to be included as partners. **2) Curriculum Vita** for Principal Investigator(s) and key personnel. **3) Copies of Proof of Non-Profit Status, Indirect Cost Rate Agreements, audit reports and financial statements,** as necessary. **4) Budget and Budget Justification.** Include a budget table and also a narrative budget justification in the application; each budget period should be presented separately, either in separate columns or separate sections. The budget tables and narratives should match the appropriate budget categories reflected in 424-A, Section B, **and there must be line-by-line consistency across each budget document.** The budget should reflect travel funds for attendance at up to two in-person grantee meetings annually in Washington, DC. **Indirect costs are counted towards the award ceiling.**

Forms, Assurances, and Certifications

Applicants seeking financial assistance under this announcement must submit the listed Standard Forms (SFs), assurances, and certifications. All required Standard Forms, assurances, and certifications are available at [ACF Funding Opportunities Forms](#) or at the [Grants.gov Forms Repository](#) unless specified otherwise.

Forms / Assurances / Certifications	Submission Requirement	Notes / Description
Certification of Filing and Payment of Federal Taxes, if applicable	Submission of a certification is required prior to award for grantees receiving more than \$5,000,000 in Federal funding for the first budget year of a multi-year project; or for grantees	<p>Applicants are advised of the following requirement contained in Section 523 of the "Departments of Labor, Health and Human Services, and Education and Related Agencies Appropriations Act, 2008," (P.L. 110-161, Division G). This requirement remains in effect:</p> <p style="text-align: center;">Sec. 523.</p> <p>None of the funds appropriated or otherwise made available by this Act may be used to enter into a contract in an amount greater than \$5,000,000 or to award a grant in excess of such amount unless the prospective contractor or grantee certifies in writing</p>

	<p>receiving more than \$5,000,000 in Federal funding for a one-year (12 months) project period; or for grantees receiving more than \$5,000,000 in Federal funding for a multiyear project to be fully funded.</p>	<p>to the agency awarding the contract or grant that, to the best of its knowledge and belief, the contractor or grantee has filed all Federal tax returns required during the three years preceding the certification, has not been convicted of a criminal offense under the Internal Revenue Code of 1986, and has not, more than 90 days prior to certification, been notified of any unpaid Federal tax assessment for which the liability remains unsatisfied, unless the assessment is the subject of an installment agreement or offer in compromise that has been approved by the Internal Revenue Service and is not in default, or the assessment is the subject of a non-frivolous administrative or judicial proceeding. [Emphasis Added]</p> <p>Accordingly, if applicants request more than \$5 million in Federal funds for the first budget year of a multiyear project to be funded in FY 2010, or as a multiyear project to be fully funded in FY 2010, the applicant will be required to submit a certification complying with the requirements, prior to receiving an award.</p>
Central Contractor Registration (CCR)	Required of all applicants.	Required of all applicants.
DUNS Number (Universal Identifier)	Required of all applicants.	Required of all applicants.
SF-424 - Application for Federal Assistance SF-P/PSL - Project/Performance Site Location(s)	Submission required for all applicants by the application due date.	Required for all applications.
SF-424A - Budget Information - Non-Construction Programs SF-424B - Assurances - Non-Construction Programs	Submission required for all applicants when applying for a non-construction project by the application due date.	Required for all applications when applying for a non-construction project .
Debarment Certification (Primary)	Submission required of all applicants.	Required for all applications.

Survey on Ensuring Equal Opportunity for Applicants	Submission is voluntary.	Non-profit private organizations (not including private universities) are encouraged to submit the "Survey on Ensuring Equal Opportunity for Applicants" with their applications. Submission of the survey is voluntary. Applicants applying electronically may submit this survey along with the application. Hard copy submissions should include the survey in a separate envelope.
Protection of Human Subjects Assurance Identification/IRB Certification/Declaration of Exemption (Common Rule)	Submission required prior to award.	Form is available at http://www.hhs.gov/ohrp/assurances/forms/index.html .
Certification Regarding Lobbying	Submission required of all applicants prior to award.	Required for all applications.
Drug-free Certification	Submission required of all applicants.	This certification is required by the regulations implementing the Drug-Free Workplace Act of 1988: 45 CFR Part 76, Subpart F. Sections 76.630(c) and (d)(2) and 76.645(a)(1) and (b) provide that a Federal agency may designate a central receipt point for STATE-WIDE AND STATE AGENCY-WIDE certifications, and for notification of criminal drug convictions.
SF-LLL - Disclosure of Lobbying Activities, if applicable	If applicable, submission is required prior to award.	If any funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this commitment providing for the United States to insure or guarantee a loan, the applicant shall complete and submit the SF-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions. Applicants must furnish an executed copy of the Certification Regarding Lobbying prior to award.

Additional Assurances and Certifications

The Pro-Children Act of 2001, 42 U.S.C. 7181 through 7184, imposes restrictions on smoking in facilities where federally funded children's services are provided. HHS grants are subject to these requirements only if they meet the Act's specified coverage. The Act specifies that smoking is prohibited in any indoor facility (owned, leased, or contracted for) used for the routine or regular provision of kindergarten,

elementary, or secondary education or library services to children under the age of 18. In addition, smoking is prohibited in any indoor facility or portion of a facility (owned, leased, or contracted for) used for the routine or regular provision of federally funded health care, day care, or early childhood development, including Head Start services to children under the age of 18. The statutory prohibition also applies if such facilities are constructed, operated, or maintained with Federal funds. The statute does not apply to children's services provided in private residences, facilities funded solely by Medicare or Medicaid funds, portions of facilities used for inpatient drug or alcohol treatment, or facilities where WIC coupons are redeemed. Failure to comply with the provisions of the law may result in the imposition of a civil monetary penalty of up to \$1,000 per violation and/or the imposition of an administrative compliance order on the responsible entity.

The Drug-Free Workplace Act of 1988, 42 U.S.C. 701 *et seq.*, requires that all organizations receiving grants from any Federal agency agree to maintain a drug-free workplace. The recipient must notify the awarding office if an employee of the recipient is convicted of violating a criminal drug statute. Failure to comply with these requirements may be cause for debarment. HHS implementing regulations are set forth in 45 C.F.R. part 82, "Governmentwide Requirements for Drug-Free Workplace (Financial Assistance)."

The Certification Regarding Debarment, Suspension, and Other Responsibility Matters is available at http://www.acf.hhs.gov/grants/grants_resources.html.

By signing and submitting the application, applicants are making the appropriate certification of their compliance with all Federal statutes relating to nondiscrimination.

Additional information on certifications and assurances may be found in the HHS Grants Policy Statement at: <http://www.acf.hhs.gov/grants/notices.html#policy>.

Funding for the HPOG University Partnership Research Grants will support research projects that include human subjects (potentially including women and minorities). As such, applicants must submit a completed Assurance Regarding Protection of Human Subjects form, which can be found at <http://www.hhs.gov/ohrp/assurances/forms/index.html>, by the award date. Evidence of completed or pending Institutional Review Board (IRB) approval should be included in the application.

Non-Federal Reviewers

Since ACF will be using non-Federal reviewers in the review process, applicants have the option of omitting from the application copies (not the original) specific salary rates or amounts for individuals specified in the application budget as well as Social Security Numbers, if otherwise required for individuals. The copies may include summary salary information. If applicants are submitting their application electronically, ACF will omit the same specific salary rate information from copies made for use during the review and selection process.

DUNS Number and CCR Registration Requirements

DUNS Number Requirement

All applicants and sub-recipients must have a DUNS number (Data Universal Numbering System) at the time of application in order to be considered for a grant or cooperative agreement. A DUNS number is required whether an applicant is submitting a paper application or using the Government-wide electronic portal, www.Grants.gov. A DUNS number is required for every application for a new award or renewal/continuation of an award, including applications or plans under formula, entitlement, and block grant programs. A DUNS number may be acquired at no cost online at <http://fedgov.dnb.com/webform>. To acquire a DUNS number by phone, contact the D&B Government Customer Response Center:

U.S. and U.S Virgin Islands: 1-866-705-5711
Alaska and Puerto Rico: 1-800-234-3867 (Select Option 2, then Option 1)
Monday - Friday 7 a.m. to 8 p.m., c.s.t.

The process to request a D-U-N-S® Number by telephone takes between 5 and 10 minutes.

Central Contractor Registration (CCR) Requirement

Effective October 1, 2010, HHS requires all entities that plan to apply for and ultimately receive Federal grant funds from any HHS Operating/Staff Division (OPDIV) or receivesubawards directly from recipients of those grant funds to:

- Be registered in the CCR prior to submitting an application of plan;
- Maintain an active CCR registration with current information at all times during which it has an active award or an application or plan under consideration by an OPDIV; and
- Provide its DUNS number in each application or plan it submits to the OPDIV.

An award cannot be made until an applicant has complied with these requirements. At the time an award is ready to be made, if the intended recipient has not complied with these requirements, the OPDIV:

- May determine that the applicant is not qualified to receive an award; and
- May use that determination as a basis for making an award to another applicant.

Additionally, all first-tier subaward recipients (i.e., direct subrecipient) must have a DUNS number at the time the subaward is made

CCR registration may be made online at www.ccr.gov or by phone at 1-866-606-8220.

There is the possibility of heavy traffic at the CCR website at application due dates.

Therefore, applicants are strongly encouraged to register at the CCR well in advance of the application due date. CCR registration must be updated annually. CCR registration must be active and maintained with current information at all times during which an organization has an active award or an application under consideration.

Definitions:

Central Contractor Registration (CCR): The Federal registrant database and repository into which an entity must provide information required for the conduct of business as a recipient. CCR, managed by the General Services Administration, collects, validates, stores, and disseminates data in support of agency financial assistance missions.

Data Universal Numbering System (DUNS) Number: The nine-digit, or thirteen-digit (DUNS + 4), number established and assigned by Dun and Bradstreet, Inc. (D&B) to uniquely identify business entities.

Entity:

Means all of the following:

- A Governmental organization, which is a State, local government, or Indian tribe;
- A foreign public entity;
- A domestic or foreign for-profit organization; and
- A Federal agency, but only as a subrecipient under an award or subaward to a non-Federal entity.

Subaward: This term means a legal instrument to provide support for the performance of any portion of

the substantive project or program for which you received this award and that the recipient awards to an eligible subrecipient.

- This term does not include the procurement of property and services needed to carry out the project or program (for further explanation, see Sec. --210 of the attachment to OMB Circular A-133, "Audits of States, Local Governments, and Non-Profit Organizations").
- A subaward may be provided through any legal agreement, including an agreement that the grantee or a subrecipient consider to be a contract.

First Tier Subrecipient: An entity that receives a subaward from a prime grantee and is accountable to the prime for the use of the Federal funds provided by the subaward.

The Project Description

Part I: The Project Description Overview

The project description provides the majority of information by which an application is evaluated and ranked in competition with other applications for available assistance. The project description should be concise and complete. It should address the activity for which Federal funds are being requested. Supporting documents should be included where they can present information clearly and succinctly. In preparing the project description, information that is responsive to each of the requested evaluation criteria must be provided. Awarding offices use this and other information in making their funding recommendations. It is important, therefore, that this information be included in the application in a manner that is clear and complete.

General Expectations and Instructions

ACF is particularly interested in specific project descriptions that focus on outcomes and convey strategies for achieving intended performance. Project descriptions are evaluated on the basis of substance and measurable outcomes, not length. Extensive exhibits are not required. Cross-referencing should be used rather than repetition. Supporting information concerning activities that will not be directly funded by the grant or information that does not directly pertain to an integral part of the grant-funded activity should be placed in an appendix.

Part II: General Instructions for Preparing a Full Project Description

Introduction

Applicants that are required to submit a full project description shall prepare the project description statement in accordance with the following instructions while being aware of the specified evaluation criteria. The topics listed in this section provide a broad overview of what the project description should include while the Criteria in *Section V.I.* identify the measures that will be used to evaluate applications.

Table of Contents

List the contents of the application including corresponding page numbers.

Project Summary/Abstract

Provide a summary of the application's project description. The summary must be clear, accurate, concise, and without reference to other parts of the application. The abstract must include a brief description of the proposed grant project including the needs to be addressed, the proposed services, and the population group(s) to be served.

Please place the following at the top of the abstract:

- Project Title
- Applicant Name
- Address
- Contact Phone Numbers (Voice, Fax)

- E-Mail Address
- Web Site Address, if applicable

The project abstract must be single-spaced and limited to one page in length.

Outcomes Expected

Identify the outcomes to be derived from the project.

For example, explain how the proposed project will achieve the detailed goals and objectives. Describe how the proposed study and expected results are relevant and well matched to your HPOG program partner(s). What benefits will the HPOG program partner(s), and the broader HPOG program in general, derive from these results? How can the expected results be straightforwardly applied and used by the HPOG program partner and others providing services through HPOG programs to improve performance?

Describe how the expected results will benefit the welfare and employment research field more broadly. How will it advance the state of the art and knowledge of healthcare workforce development and education and training programs for TANF and other low-income individuals and/or tribal communities? Discuss how the project will inform relevant policy decisions and solutions.

Approach

Outline a plan of action that describes the scope and detail of how the proposed work will be accomplished. Account for all functions or activities identified in the application. Cite factors that might accelerate or decelerate the work and state your reason for taking the proposed approach rather than others. Describe any unusual features of the project such as design or technological innovations, reductions in cost or time, or extraordinary social and community involvement.

Provide quantitative monthly or quarterly projections of the accomplishments to be achieved for each function or activity in such terms as the number of people to be served and the number of activities accomplished. Data may be organized and presented as project tasks and subtasks with their corresponding timelines during the project period. For example, each project task could be assigned to a row in the first column of a grid. Then, a unit of time could be assigned to each subsequent column, beginning with the first unit (i.e., week, month, quarter) of the project and ending with the last. Shading, arrows, or other markings could be used across the applicable grid boxes or cells, representing units of time, to indicate the approximate duration and/or frequency of each task and its start and end dates within the project period.

When accomplishments cannot be quantified by activity or function, list them in chronological order to show the schedule of accomplishments and their target dates.

Provide a list of organizations, cooperating entities, consultants, or other key individuals who will work on the project, along with a short description of the nature of their effort or contribution.

Identify the selected research question(s) of interest and how and why you came to select this question(s). How is it pertinent to your HPOG program partner(s), the overall HPOG program objectives, and the broader research field around healthcare workforce development and education and training programs? Clearly and concisely describe the principal and subordinate objectives of your study.

Describe the research design, methods, and analytic techniques you plan to utilize and how they are appropriate and sufficient for addressing the proposed topic(s) in the most rigorous manner. Identify whether your planned analyses incorporate creative and innovative strategies and/or state-of-the-art

analytic techniques, and describe what benefit(s) the use of these strategies and techniques adds to the study.

Describe how your approach incorporates close collaboration and partnership with a HPOG program(s) as an integral part of the research plan development and execution. Delineate a management plan for working in concert with the HPOG program partner(s) while maintaining quality control over the implementation and ongoing operations for the study, and maintaining a good relationship with the HPOG program partner(s). **Your application must contain a Letter of Agreement from the HPOG program(s) certifying that they have entered into a partnership with you. Applications should also include letters of commitment from any additional agencies or organizations proposed to be included as partners that are signed by persons authorized to commit the agency.**

Discuss how your approach will address coordination with ACF's multi-pronged evaluation of HPOG and joint decision-making with the Federal Project Officer to refine and finalize research questions and analytic plans that will be most beneficial to the HPOG program and broader research field. How will you work to promote cross-project learning and collaboration, and avoid duplicative efforts?

Describe how you plan to execute the overall project plan in an efficient manner, on the schedule proposed, and at the funding and staffing levels proposed. Describe tasks and milestones integral to executing the project plan in this manner.

Finally, each approved Grantee will be expected to document research activities supported by the grant and findings and lessons learned through qualitative and quantitative methods, and submit annual reports and a cumulative final report (in addition to the semi-annual progress report requirement). Describe how your approach will address this expectation and produce reports that will be useful and applicable to OPRE, OFA, the HPOG program, and other similar workforce development and education and training programs for TANF and other low-income individuals and/or tribal communities.

Legal Status of Applicant Entity

Applicants must provide the following documentation of their legal status:

Proof of Non-Profit Status

Non-profit organizations applying for funding are required to submit proof of their non-profit status. Proof of non-profit status is any one of the following:

- A reference to the applicant organization's listing in the IRS's most recent list of tax-exempt organizations described in the IRS Code.
- A copy of a currently valid IRS tax-exemption certificate.
- A statement from a State taxing body, State attorney general, or other appropriate State official certifying that the applicant organization has non-profit status and that none of the net earnings accrue to any private shareholders or individuals.
- A certified copy of the organization's certificate of incorporation or similar document that clearly establishes non-profit status.
- Any of the items in the subparagraphs immediately above for a State or national parent organization and a statement signed by the parent organization that the applicant organization is a local non-profit affiliate.

When applying electronically, proof of non-profit status may be submitted as an attachment; however, proof of non-profit status must be submitted prior to award.

Logic Model

Applicants are expected to use a model for designing and managing their project. A logic model is a one-page diagram that presents the conceptual framework for a proposed project and explains the links among program elements. While there are many versions of logic models, for the purposes of this announcement the logic model should summarize the connections between the:

- Goals of the project (e.g., objectives, reasons for proposing the interventions, if applicable);
- Assumptions (e.g., beliefs about how the program will work and its supporting resources. Assumptions should be based on research, best practices, and experience);
- Inputs (e.g., organizational profile, collaborative partners, key staff, budget);
- Activities (e.g., approach, listing key intervention, if applicable);
- Outputs (i.e., the direct products or deliverables of program activities); and
- Outcomes (i.e., the results of a program, typically describing a change in people or systems).

Organizational Capacity

- Organizational charts
- Contact persons and telephone numbers
- Information on compliance with Federal/State/local government standards
- Documentation of experience in the program area
- Personnel policies
- Any other pertinent information the applicant deems relevant.

Provide a biographical sketch or resume for each key person appointed. Resumes should be no more than two pages in length. Job descriptions for each vacant key position should be included as well. As new key staff are appointed, biographical sketches or resumes will also be required.

Protection of Sensitive and/or Confidential Information

If any confidential or sensitive information will be collected during the course of the project, whether from staff (e.g., background investigations) or project participants and/or project beneficiaries, provide a description of the methods that will be used to ensure that confidential and/or sensitive information is properly handled and safeguarded. Also provide a plan for the disposition of such information at the end of the project period.

Third-Party Agreements

Provide written and signed agreements between grantees and subgrantees, or subcontractors, or other cooperating entities. These agreements must detail the scope of work to be performed, work schedules, remuneration, and other terms and conditions that structure or define the relationship.

Budget and Budget Justification

Provide a budget with line-item detail and detailed calculations for each budget object class identified on the Budget Information Form (SF-424A or SF-424C). Detailed calculations must include estimation methods, quantities, unit costs, and other similar quantitative detail sufficient for the calculation to be duplicated. If matching is a requirement, include a breakout by the funding sources identified in Block 18 of the SF-424.

Provide a narrative budget justification for each year of the proposed project. The narrative budget justification should describe how the categorical costs are derived. Discuss the necessity, reasonableness, and allocation of the proposed costs.

General

Use the following guidelines for preparing the budget and budget justification. Both Federal and non-Federal resources (when required) shall be detailed and justified in the budget and budget narrative justification. "Federal resources" refers only to the ACF grant funds for which you are applying. "Non-Federal resources" are all other non-ACF Federal and non-Federal resources. It is suggested that budget amounts and computations be presented in a columnar format: first column, object class categories; second column, Federal budget; next column(s), non-Federal budget(s); and last column, total budget. The budget justification should be in a narrative form.

Personnel

Description: Costs of employee salaries and wages.

Justification: Identify the project director or principal investigator, if known at the time of application. For each staff person, provide: the title; time commitment to the project in months; time commitment to the project as a percentage or full-time equivalent; annual salary; grant salary; wage rates; etc. Do not include the costs of consultants, personnel costs of delegate agencies, or of specific project(s) and/or businesses to be financed by the applicant.

Fringe Benefits

Description: Costs of employee fringe benefits unless treated as part of an approved indirect cost rate.

Justification: Provide a breakdown of the amounts and percentages that comprise fringe benefit costs such as health insurance, Federal Insurance Contributions Act (FICA) taxes, retirement insurance, taxes, etc.

Travel

Description: Costs of project-related travel by employees of the applicant organization. (This item does not include costs of consultant travel).

Justification: For each trip show: the total number of traveler(s); travel destination; duration of trip; per diem; mileage allowances, if privately owned vehicles will be used to travel out of town; and other transportation costs and subsistence allowances. If appropriate for this project, travel costs for key staff to attend ACF-sponsored workshops should be detailed in the budget.

Equipment

Description: "Equipment" means an article of nonexpendable, tangible personal property having a useful life of more than one year and an acquisition cost that equals or exceeds the lesser of: (a) the capitalization level established by the organization for the financial statement purposes, or (b) \$5,000. (Note: Acquisition cost means the net invoice unit price of an item of equipment, including the cost of any modifications, attachments, accessories, or auxiliary apparatus necessary to make it usable for the purpose for which it is acquired. Ancillary charges, such as taxes, duty, protective in-transit insurance, freight, and installation, shall be included in or excluded from acquisition cost in accordance with the organization's regular written accounting practices.)

Justification: For each type of equipment requested provide: a description of the equipment; the cost per unit; the number of units; the total cost; and a plan for use on the project; as well as use and/or disposal of the equipment after the project ends. An applicant organization that uses its own definition for equipment should provide a copy of its policy, or section of its policy, that includes the equipment definition.

Supplies

Description: Costs of all tangible personal property other than that included under the Equipment category.

Justification: Specify general categories of supplies and their costs. Show computations and provide other information that supports the amount requested.

Other

Description: Enter the total of all other costs. Such costs, where applicable and appropriate, may include but are not limited to: local travel; insurance; food; medical and dental costs (noncontractual); professional services costs; space and equipment rentals; printing and publication; computer use; training costs, such as tuition and stipends; staff development costs; and administrative costs.

Justification: Provide computations, a narrative description and a justification for each cost under this category.

Indirect Charges

Description: Total amount of indirect costs. This category should be used only when the applicant currently has an indirect cost rate approved by the Department of Health and Human Services (HHS) or another cognizant Federal agency.

Justification: An applicant that will charge indirect costs to the grant must enclose a copy of the current rate agreement. If the applicant organization is in the process of initially developing or renegotiating a rate, upon notification that an award will be made, it should immediately develop a tentative indirect cost rate proposal based on its most recently completed fiscal year, in accordance with the cognizant agency's guidelines for establishing indirect cost rates, and submit it to the cognizant agency. Applicants awaiting approval of their indirect cost proposals may also request indirect costs. When an indirect cost rate is requested, those costs included in the indirect cost pool should not be charged as direct costs to the grant. Also, if the applicant is requesting a rate that is less than what is allowed under the program, the authorized representative of the applicant organization must submit a signed acknowledgement that the applicant is accepting a lower rate than allowed.

Paperwork Reduction Disclaimer

As required by the Paperwork Reduction Act, 44 U.S.C. §§ 3501-3520, the public reporting burden for the Project Description is estimated to average 40 hours per response, including the time for reviewing instructions, gathering and maintaining the data needed, and reviewing the collection information. The Project Description information collection is approved under OMB control number 0970-0139, which expires 11/30/2012. An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number.

Application Submission Options

Electronic Submission via www.Grants.gov

- ACF will not accept applications via facsimile or email.
- The Funding Opportunity Announcement is found on the Grants.gov website at <http://www.grants.gov> where the electronic application can be downloaded for completion.
- To apply electronically, applicants and sub-recipients must be registered with Grants.gov, Dun and Bradstreet (DUNS Number), and the Central Contractor Registry (CCR).
- All pages of the application package must be sequentially numbered.
- Electronically submitted applications must be received and time/date stamped by the due date and receipt time described in this announcement in *Section IV.3. Submission Dates and Times*.
- To submit an application through Grants.gov, the applicant must be the Authorized Organization Representative (AOR) for their organization and must have current registration with the Central Contractor Registry (CCR).
- **Central Contractor Registry (CCR) registration must be updated annually.** As of October 1, 2010, all applicants, and sub-recipients are required to have CCR registration in order to apply for Federal grants and cooperative agreements.
- Electronically submitted applications will not pass the validation check at Grants.gov if the AOR

does not have a current CCR registration and electronic signature credentials.

- Electronically submitted applications will not pass the validation check at Grants.gov if the AOR does not have a current CCR registration and electronic signature credentials.
- Applications rejected by Grants.gov for an unregistered AOR will be disqualified and will not be considered for competition.
- Additional guidance on the submission of electronic applications can be found at the [Grants.gov Registration Checklist](#).
- If difficulties are encountered in using Grants.gov, applicants must contact the Grants.gov Contact Center at: 1-800-518-4726, or by email at support@grants.gov, to report the problem and obtain assistance. Hours of Operation: 24 hours a day, 7 days a week. The Grants.gov Contact Center is closed on Federal holidays.
- Applicants should retain Grants.gov Contact Center service ticket number(s) as they may be needed for future reference.
- Applicants that submit their applications electronically should retain a hard copy of their application package.
- It is to an applicant's advantage to submit their applications at least 24 hours in advance of the closing date and time.
- Applicants should not wait until the due date for applications to begin submission of their application.

Contact with the Grants.gov Contact Center prior to the listed due date and time does not ensure acceptance of your application. If difficulties are encountered, ACF's Grants Management Officer (GMO) will make a determination whether the issues are due to Grants.gov system errors or user error.

Hard Copy Submission

Applicants that are submitting their applications in hard copy format, by mail or delivery, must submit one original and two copies of the complete application with all attachments. The original and each of the two copies must include all required forms, certifications, assurances, and appendices, be signed by the Authorized Organization Representative (AOR), and be unbound. The original copy of the application must have original signature(s). See *Section IV.6* of this announcement for address information for hard copy application submissions.

Applications submitted in hard copy must show a DUNS Number. A DUNS Number is a nine-digit number established and assigned by Dun and Bradstreet, Inc. (D&B) to uniquely identify business entities. A DUNS number may be acquired at no cost online at <http://www.dnb.com>. To acquire a DUNS number by phone, contact the D&B Government Customer Response Center: U.S. and U.S Virgin Islands: 1-866-705-5711; Alaska and Puerto Rico: 1-800-234-3867 (Select Option 2, then Option 1). Monday through Friday 7 a.m. to 8 p.m., c.s.t.

As of October 1, 2010, all applicants for Federal grants and cooperative agreements, including those that apply in paper format, are required to have Central Contractor Registration. CCR registration is also required for organizations that will receive subawards under Federal grants and cooperative agreements. CCR registration may be made online at www.ccr.gov or by phone at 1-866-606-8220.

CCR registration must be updated annually from the date of the initial registration. CCR registration is required to be active throughout the period of award. Lack of CCR registration will prevent ACF from making an award to a recommended applicant.

There is the possibility of heavy traffic at the CCR website at application due

dates. Therefore, applicants are strongly encouraged to register at the CCR well in advance of the application due date. CCR registration must be updated annually. CCR registration must be active and maintained with current information at all times during which an organization has an active award or an application under consideration.

Applicants may refer to *Section VIII. Other Information* for a checklist of application requirements that may be used in developing and organizing application materials. Details concerning acknowledgment of received applications are available in *Section IV.3. Submission Dates and Times* of this announcement.

IV.3. Submission Dates and Times

Due Date for Applications: **08/05/2011**

Explanation of Due Dates

The due date for receipt of applications is listed in the *Overview* and in this section. Applications received after 4:30 p.m., eastern time, on the due date will be classified as late and will not be considered in the current competition.

Applicants are responsible for ensuring that applications are received by mail, hand-delivery, or submitted electronically well in advance of the application due date and time.

Mailed Applications

Mailed applications must be **received** no later than 4:30 p.m., eastern time, on the due date, listed in the *Overview* and in this section, at the address provided in *Section IV.6* of this announcement. Applications received after the stated due date and time will be designated as late and will disqualify from competition.

Hand-Delivered Applications

Applications that are hand-delivered by applicants, applicant couriers, other representatives of the applicant, or by overnight/express mail couriers must be **received** on, or before, the due date listed in the *Overview* and in this section, between the hours of 8:00 a.m. and 4:30 p.m., eastern time, Monday through Friday (excluding Federal holidays). Applications should be delivered to the address provided in *Section IV.6.* of this announcement. Applications received after the stated due date and time will be designated as late and will disqualify from competition.

Electronically-Submitted Applications

ACF does not accommodate transmission of applications by facsimile or email. Instructions for electronic submission via www.Grants.gov may be found at the [Grants.gov Registration Checklist](#).

Electronically-submitted applications must be **received and validated** at www.Grants.gov by 4:30 p.m., eastern time, on the due date.

Upon submission and receipt of an application via www.Grants.gov, the applicant will receive three emails:

1. Acknowledgement of the application's submission to www.Grants.gov. This email will provide a **Grants.gov tracking number**. Applicants should refer to this tracking number in all communication with Grants.gov. The email will also provide a **date and time-stamp, which serves as the official record of application submission**. The date and time-stamp must reflect a submission time on, or before, 4:30 p.m., eastern time, on the application due date for the

application to be considered as meeting the due date. Applications received at Grants.gov after the due date and time will be disqualified.

2. Acknowledgement from Grants.gov that the submitted application package has passed, or failed, a series of checks and validations. Applications received on the due date that fail the validation check on, or after, 4:30 p.m., eastern time, on the due date because the Authorized Organization Representative (AOR) is not registered with the Central Contractor Registry (CCR) will be determined to be late and will not be considered for the review. Applications that do not pass the validation check at Grants.gov after the due date and time will be disqualified.
3. An additional email from ACF will be sent to the applicant indicating that the application has been retrieved from www.Grants.gov by ACF.

Late Applications

No appeals will be considered for applications classified as late under the following circumstances:

- Hard-copy applications received after 4:30 p.m., eastern time, on the due date will be classified as late and will be disqualified.
- Electronically-submitted applications are considered late, and are disqualified, when the date and time-stamp received by email from www.Grants.gov is after 4:30 p.m., eastern time, on the due date.
- Electronically-submitted applications submitted by an AOR that does not have a current registration with the Central Contractor Registry (CCR) will be rejected by Grants.gov. Although the applicant may have an acceptable dated and time-stamped email from Grants.gov, these applications are considered late and are disqualified.

Extension/Waiver of Due Date and Receipt Time

ACF may extend an application due date and receipt time when circumstances such as natural disasters occur (floods, hurricanes, etc.); when there are widespread disruptions of mail service; or in other rare cases. The determination to extend or waive the due date and receipt time requirements rests with ACF's Chief Grants Management Officer.

Acknowledgement of Received Application

ACF will not provide acknowledgement of receipt of hard copy application packages submitted via mail or courier services.

Upon submission of an application electronically via <http://www.Grants.gov>, the applicant will receive three emails:

1. Acknowledgement of the application's submission to Grants.gov. This email will provide a **Grants.gov tracking number**. The email will also provide a **date and time-stamp, which serves as the official record of application submission**.
2. Your application has been validated and provides a Time/Date Stamp. See the previous section on failing the validation check because of an unregistered Authorized Organization Representative (AOR).
3. An email will be sent to the applicant from ACF indicating that the application has been retrieved from Grants.gov by ACF.

IV.4. Intergovernmental Review of Federal Programs

This program is not subject to Executive Order (E.O.) 12372, "Intergovernmental Review of Federal Programs," or 45 CFR Part 100, "Intergovernmental Review of Department of Health and Human Services Programs and Activities." No action is required of applicants under this announcement with regard to E.O. 12372.

IV.5. Funding Restrictions

Costs of organized fund raising, including financial campaigns, endowment drives, solicitation of gifts and bequests, and similar expenses incurred solely to raise capital or obtain contributions, are considered unallowable costs under grants awarded under this announcement.

Grant awards will not allow reimbursement of pre-award costs.

Construction is not an allowable activity or expenditure under this grant award.

Purchase of real property is not an allowable activity or expenditure under this grant award.

Section 2005(a) (other than paragraph (6)) of the Social Security Act (42 U.S.C. Section 1397d(a)) applies to grants awarded under this Funding Opportunity Announcement to the same extent and in the same manner as such section applies to payments to States under Title XX of the Social Security Act (the Social Services Block Grant). Section 2005(a) provides that grants may not be used by the State, or by any other person with which the State makes arrangements to carry out the purposes of Title XX, for the following purposes:

- (1) for the purchase or improvement of land, or the purchase, construction, or permanent improvement (other than minor remodeling) of any building or other facility;
- (2) for the provision of cash payments for costs of subsistence or for the provision of room and board (other than costs of subsistence during rehabilitation, room and board provided for a short term as an integral but subordinate part of a social service, or temporary emergency shelter provided as a protective service);
- (3) for payment of the wages of any individual as a social service (other than payment of the wages of welfare recipients employed in the provision of child day care services);
- (4) for the provision of medical care (other than family planning services, rehabilitation services, or initial detoxification of an alcoholic or drug dependent individual) unless it is an integral but subordinate part of a social service for which grants may be used under this title;
- (5) for social services (except services to an alcoholic or drug dependent individual or rehabilitation services) provided in and by employees of any hospital, skilled nursing facility, intermediate care facility, or prison, to any individual living in such institution;

[Limitation six (6) is intentionally left blank. Applicants are exempt from this provision.]

- (7) for any child day care services unless such services meet applicable standards of State and local law;
- (8) for the provision of cash payments as a service (except as otherwise provided in this section);
- (9) for payment for any item or service (other than an emergency item or service) furnished-
 - (a) by an individual or entity during the period when such individual or entity is excluded under this title or title V, XVIII, or XIX pursuant to Section 1128, 1128A, 1156, or 1842(j)(2), or
 - (b) at the medical direction or on the prescription of a physician during the period when the physician is excluded under this title or title V, XVIII, or XIX pursuant to Section 1128, 1128A, 1156, or 1842(j)(2) and when the person furnishing such item or service knew or had reason to know of the exclusion (after a reasonable time period after reasonable notice has been furnished to the person); or

(10) in a manner inconsistent with the Assisted Suicide Funding Restriction Act of 1997.

IV.6. Other Submission Requirements

Submit applications to one of the following addresses:

Submission By Mail

University Partnership Research Grants for the Health Profession Opportunity Grants (HPOG) Program
c/o ICF International
9300 Lee Highway
Fairfax, VA 22031

Hand Delivery

University Partnership Research Grants for the Health Profession Opportunity Grants (HPOG) Program
c/o ICF International
9300 Lee Highway
Fairfax, VA 22031

Electronic Submission

See *Section IV.2* for application requirements and for guidance when submitting applications electronically via <http://www.Grants.gov>.

For all submissions, see *Section IV.3* for information on due dates and times.

V. Application Review Information

V.1. Criteria

Applications competing for financial assistance will be reviewed and evaluated using the criteria described in this section. The corresponding point values indicate the relative importance placed on each review criterion. Points will be allocated based on the extent to which the application proposal addresses each of the criteria listed. Applicants should address these criteria in their application materials, particularly in the project description and budget justification, as they are the basis upon which competing applications will be judged during the objective review. The required elements of the project description and budget justification may be found in *Section IV.2* of this announcement.

Approach

Maximum Points: 30

The extent to which:

- (a) The application clearly and thoroughly describes a plan of action for accomplishing the proposed work and outlines key tasks and milestones integral to executing the project plan.
- (b) The most appropriate and sound scientific practices are proposed for relevant tasks within the constraints of the schedule for the work and at the funding and staffing levels proposed.
- (c) The proposed approach reflects careful consideration of the research topics of interest (as described in the Funding Opportunity Announcement) and selection of a topic(s) that is well matched and relevant to the HPOG program partner(s). The selected question(s) of interest and how it meets this charge are clearly described in the application.
- (d) The principal and subordinate objectives of the study are identified and clearly and concisely described.

- (e) The approach reflects willingness and commitment to working closely and coordinating with ACF's multi-pronged evaluation of HPOG.
- (f) The proposed research design, methods, and analytic techniques are rigorous, appropriate, and sufficient for addressing the topic(s) proposed in the application. The proposed technical approach demonstrates an in-depth understanding of methodological options and trade-offs that must be considered and addressed to obtain quality information and successfully complete the project on schedule and produce high quality, useful products.
- (g) Creative and innovative strategies are proposed that can be expected to substantially enhance the quality of the work, analyses, specific tasks, or the overall study, or save time or other resources.
- (h) The planned analyses reflect knowledge and use of state-of-the-art analytic techniques and can be expected to advance the state of the art and knowledge of healthcare workforce development and education and training programs for TANF and other low-income individuals and/or tribal communities.
- (i) A management plan is described that presents a sound framework for how the proposed key personnel will work in concert with the HPOG program partner(s) while maintaining quality control over the implementation and ongoing operations for the study, and maintaining a good relationship with the HPOG program partner(s).
- (j) The approach addresses the expectation to document research activities supported by the grant and findings and lessons learned through qualitative and quantitative methods, and submit annual reports and a cumulative final report. The approach meets this expectation in such a way that the products will be useful and applicable to OPRE, OFA, the HPOG program, and other similar workforce development and education and training programs for TANF and other low-income individuals and/or tribal communities.

Expected Outcomes

Maximum Points: 20

The extent to which:

- (a) The outcomes to be derived from the project are clearly described in the application.
- (b) The results expected, as described in the application, will lead to knowledge and improvements that will be most beneficial to the project's specific HPOG program partner(s) and the broader HPOG program.
- (c) The application describes how the expected results can be straightforwardly applied and used by the HPOG program partner and others providing services through HPOG programs to improve performance.
- (d) The application clearly describes how the project and expected findings will benefit the welfare and employment research field more broadly in terms of the potential to advance the state of the art and knowledge of healthcare workforce development and education and training programs for TANF and other low-income individuals and/or tribal communities.
- (e) The application discusses how the expected results address issues of current relevance to decision makers at the local, state, and national levels in order to inform policy decision and solutions.

Partnership with HPOG Program Grantees and ACF

Maximum Points: 20

Note: Applications that do not include letters of commitment from a HPOG program partner(s) will be assigned zero points for this partnership criterion.

The extent to which:

- (a) The application contains evidence of a collaborative research partnership with a HPOG program(s) in project development and throughout the research plan.

(b) The application contains a Letter of Agreement from the HPOG program partner(s) certifying that they have entered into a partnership with the applicant. The application also contains letters of commitment from any additional agencies or organizations proposed to be included as partners that are signed by persons authorized to commit the agency.

(c) The application clearly demonstrates willingness and commitment to working closely and coordinating with ACF's multi-pronged evaluation of HPOG. This includes refining and finalizing through joint decision-making with the Federal Project Officer the primary research question(s), major study design, and analytic plan for conducting the study to be supported by the grant. It also includes agreement to participate in a consortium composed of key staff from the Grantees, key Federal staff with interest in this project, contractors leading other components of ACF's multi-pronged evaluation of HPOG, and any other parties identified as relevant by the Grantees and the Federal Project Officer. The application demonstrates willingness to engage and coordinate with such entities to promote cross-project learning and coordination of efforts, and to avoid duplicative efforts.

Qualifications and Commitment of Key Personnel

Maximum Points: 30

The extent to which:

- (a) The qualifications of proposed key personnel (principal investigator and lead staff) demonstrate highly relevant educational credentials, professional qualifications, experience, and ability to conceptualize and successfully carry out, manage, and complete tasks and activities as set forth in the application.
- (b) The academic and technical qualifications of the personnel proposed to be assigned to the project and their relevant experience, as reflected in a vita/resume, are fully adequate to the project and appropriate for the specific functions and duties for which they are proposed.
- (c) The qualifications of the proposed key personnel demonstrate substantial knowledge of and experience in relevant areas, including: TANF, health professions, education and training programs for TANF and low-income individuals, career ladder programs, sector-based employment strategies, outcome measures and methods of measurement and analyses, and evaluation design and approach.
- (d) The qualifications of the proposed key personnel demonstrate the technical, methodological, and analytic expertise and experience required to effectively and efficiently carry out the research activities proposed.
- (e) The proposed key personnel reflect an understanding of and sensitivity to the issues of working in partnership with an HPOG program partner(s) and associated staff.
- (f) The proposal demonstrates extensive experience in working collaboratively and successfully with other research teams (particularly on multi-site, multi-partner projects), program administrators and staff, representing diverse fields and programs, and other stakeholders in carrying out the kinds of tasks as required for the study proposed.
- (g) The time to be devoted to the project by the principal investigator and other key personnel is sufficient to ensure a high level of professional input and attention to all aspects of the study, particularly coordination of efforts with other Grantees, ACF's multi-pronged evaluation of HPOG, and Federal staff.

V.2. Review and Selection Process

No grant award will be made under this announcement on the basis of an incomplete application. No grant award will be made to an applicant or sub-recipient that does not have active CCR registration (www.ccr.gov or 1-866-606-8220).

Initial ACF Screening

Each application will be screened to determine whether it was received by the closing date and time and whether the requested amount exceeds the award ceiling. Applications that are designated as late according to *Section IV.3. Submission Dates and Times*, or those with requests that exceed the award ceiling, stated in *Section II. Award Information*, will receive a screen-out letter noting that the application was deemed non-responsive and will not be considered for competitive review or funding under this announcement. For those applications that have been deemed disqualified under the initial ACF screening, notice will be given of such determination by postal mail.

Objective Review and Results

Applications competing for financial assistance will be reviewed and evaluated by objective review panels using the criteria described in *Section V.1* of this announcement. Each panel is made up of experts with knowledge and experience in the area under review. Generally, review panels are composed of three reviewers and one chairperson.

Results of the competitive objective review are taken into consideration by ACF in the selection of projects for funding; however, objective review scores and rankings are not binding. They are one element in the decision-making process.

ACF may elect not to fund applicants with management or financial problems that would indicate an inability to successfully complete the proposed project. Applications may be funded in whole or in part. Successful applicants may be funded at an amount lower than that requested. ACF reserves the right to consider preferences to fund organizations serving emerging, unserved, or under-served populations, including those populations located in pockets of poverty. ACF will also consider the geographic distribution of Federal funds in its award decisions.

ACF may refuse funding for projects with what it regards as unreasonably high start-up costs for facilities or equipment, or for projects with unreasonably high operating costs.

Please refer to *Section IV.2.* of this announcement for information on non-Federal reviewers in the review process.

Approved but Unfunded Applications

Applications recommended for approval that were not funded under the competition because of the lack of available funds, may be held over by ACF and re-considered in a subsequent review cycle if a future competition under the program area is planned. These applications will be held over for a period of up to one year and will be re-competed for funding with all other competing applications in the next available review cycle. For those applications that have been deemed as approved but unfunded, notice will be given of such determination by postal mail.

V.3. Anticipated Announcement and Award Dates

It is anticipated that award decision letters will be mailed out via the U.S. Postal Service (U.S.P.S.) no later than September 30, 2011.

VI. Award Administration Information

VI.1. Award Notices

Successful applicants will be notified through the issuance of a Financial Assistance Award (FAA) document that sets forth the amount of funds granted, the terms and conditions of the grant, the effective date of the grant, the budget period for which initial support will be given, the non-Federal share to be provided (if applicable), and the total project period for which support is contemplated. The FAA will be signed by the Grants Officer and transmitted via postal mail. Following the finalization of funding decisions, organizations whose applications will not be funded will be notified by letter, signed by the Program Office head.

Other correspondence announcing to a Principal Investigator or Project Director that an application was selected is not an authorization to begin performance. Costs incurred before receipt of a FAA are at the recipient's risk and may be reimbursed only to extent considered allowable as approved pre-award costs.

VI.2. Administrative and National Policy Requirements

Awards issued under this announcement are subject to the uniform administrative requirements and cost principles of 45 C.F.R. Part 74 (Awards And Subawards To Institutions Of Higher Education, Hospitals, Other Nonprofit Organizations, And Commercial Organizations) or 45 C.F.R. Part 92 (Grants And Cooperative Agreements To State, Local, And Tribal Governments). The Code of Federal Regulations (C.F.R.) is available at www.gpo.gov/fdsys/.

An application funded with the release of Federal funds through a grant award, does not constitute, or imply, compliance with Federal regulations. Funded organizations are responsible for ensuring that their activities comply with all applicable Federal regulations.

Prohibition Against Profit

Grantees are subject to the limitations set forth in 45 C.F.R. Part 74, Subpart E-Special Provisions for Awards to Commercial Organizations (45 C.F.R. Part 74.81_Prohibition against profit), which states that, "... no HHS funds may be paid as profit to any recipient even if the recipient is a commercial organization. Profit is any amount in excess of allowable direct and indirect costs."

Equal Treatment for Faith-Based Organizations

Grantees are also subject to the requirements of 45 C.F.R. Part 87.1(c), Equal Treatment for Faith-Based Organizations, which says, "Organizations that receive direct financial assistance from the Department under any Department program may not engage in inherently religious activities such as religious instruction, worship, or proselytization as part of the programs or services funded with direct financial assistance from the Department." Therefore, organizations must take steps to separate, in time or location, their inherently religious activities from the services funded under this program.

A faith-based organization receiving HHS funds retains its independence from Federal, State, and local governments, and may continue to carry out its mission, including the definition, practice, and expression of its religious beliefs. For example, a faith-based organization may use space in its facilities to provide secular programs or services funded with Federal funds without removing religious art, icons, scriptures, or other religious symbols. In addition, a faith-based organization that receives Federal funds retains its authority over its internal governance, and it may retain religious terms in its organization's name, select its board members on a religious basis, and include religious references in its organization's mission statements and other governing documents in accordance with all program requirements, statutes, and

other applicable requirements governing the conduct of HHS funded activities.

Regulations pertaining to the Equal Treatment for Faith-Based Organizations, which includes the prohibition against Federal funding of inherently religious activities, and additional information on "Understanding the Regulations Related to the Faith-Based and Community Initiative" are available at <http://www.hhs.gov/fbci/regulations/index.html>.

The Code of Federal Regulations (C.F.R.) is available at www.gpo.gov/fdsys/.

Award Term and Condition under the Trafficking Victims Protection Act of 2000

Awards issued under this announcement are subject to the requirements of Section 106 (g) of the Trafficking Victims Protection Act of 2000, as amended (22 U.S.C. 7104). For the full text of the award term, go to http://www.acf.hhs.gov/grants/award_term.html. If you are unable to access this link, please contact the Grants Management Contact identified in Section VII. Agency Contacts of this announcement to obtain a copy of the Term.

HHS Grants Policy Statement

The HHS Grants Policy Statement (HHS GPS) is the Department of Health and Human Services' single policy guide for discretionary grants and cooperative agreements. ACF grant awards are subject to the requirements of the HHS GPS, which covers basic grants processes, standard terms and conditions, and points of contact, as well as important agency-specific requirements. Appendices to the HHS GPS include a glossary of terms and a list of standard abbreviations for ease of reference. The general terms and conditions in the HHS GPS will apply as indicated unless there are statutory, regulatory, or award-specific requirements to the contrary that are specified in the Financial Assistance Award (FAA). The HHS GPS is available at http://www.acf.hhs.gov/grants/grants_related.html.

VI.3. Reporting

Grantees under this announcement will be required to submit performance progress and financial reports periodically throughout the project period. The frequency of required reporting is listed later in this section. Final reports may be submitted in hard copy to the Grants Management Office Contact listed in *Section VII. Agency Contacts* of this announcement. Instructions on submission of reports electronically will be provided with award documents.

Performance Progress Reports (PPR)

ACF grantees are required to submit the SF-PPR Cover Page. ACF Programs that utilize reporting forms or formats in addition to, or instead of, the SF-PPR have listed the reporting requirements later in this section.

Grant award documents will inform grantees of the appropriate performance progress report form or format to use. Grantees should consult their award documents to determine the appropriate performance progress report format required under their award. Performance progress reports are due 30 days after the end of the reporting period.

Final program performance reports are due 90 days after the close of the project period. The SF-PPR may be found at http://www.acf.hhs.gov/grants/grants_resources.html.

Federal Financial Reports (FFR)

As of February 1, 2011, the Department of Health and Human Services (HHS) began the transition from

use of the SF-269, Financial Status Report (Short Form or Long Form) to the use of the SF-425 Federal Financial Report for expenditure reporting. SF-269s will no longer be accepted for expenditure reports due after that date. If an SF-269 is submitted, the Administration for Children and Families (ACF) will return it and require the recipient to complete the SF-425.

The transition strategy is allowing individual HHS Operating Divisions to select--from a limited number of options--the approach that best fits their programs and business process. This transition does not affect completion or submission of the cash reporting to the HHS Division of Payment Management's Payment Management System (PMS). The primary features of this transition for recipients are that OPDIVs that previously required electronic submission of the SF-269 will receive the SF-425 expenditure reports electronically and, until further notice, OPDIVs that have been receiving expenditure reports in hard copy will continue to do so.

All expenditure reports will be due on one of the standard due dates by which cash reporting is required to be submitted to PMS OR at the end of a calendar quarter as determined by the Operating Division. As a result, a recipient that receives awards from more than one OPDIV may be subject to more than one approach, but will not be required to change its current means of submission or be subjected to more than eight standard due dates.

Beginning with budget periods which end from January 1 - March 31, 2011, and for all budget periods thereafter, all affected ACF grantees will be required to submit an SF-425 report as frequently as is required in the terms and conditions of their award using due dates for reports to PMS.

For budget periods ending in the months of:	The FFR (SF-425) is due to ACF on:
January 01 through March 31	April 30
April 01 through June 30	July 30
July 01 through September 30	October 30
October 01 through December 31	January 30

Fillable versions of the SF-425 form in Adobe PDF and MS-Excel formats, along with instructions, are available at http://www.whitehouse.gov/omb/grants_forms, www.forms.gov, and on the [ACF Funding Opportunity website Forms](#) page.

Further instructions will be provided, as necessary, with award terms and conditions that will address specific reporting periods and due dates on an award-by-award basis. Additional information on frequency of reporting is available on the ACF Funding Opportunities web site at http://www.acf.hhs.gov/grants/msg_sf425.html.

For planning purposes, reporting periods for awards made under this announcement are as follows:

Program Progress Reports: Semi-Annually

Financial Reports: Semi-Annually

Awards issued as a result of this funding opportunity may be subject to the Transparency Act subaward and executive compensation reporting requirements of 2 C.F.R. Part 170. See ACF's [Award Term for Federal Financial Accountability and Transparency Act \(FFATA\) Subaward and Executive Compensation Reporting Requirement](#) implementing this requirement and additional award applicability information.

VII. Agency Contacts

Program Office Contact

Hilary Forster
Administration for Children and Families
Office of Planning, Research and Evaluation
Division of Economic Independence
Aerospace Building - 901 D Street SW.
Washington, DC 20024

Office of Grants Management Contact

Tim Chappelle
Administration for Children and Families
Office of Grants Management
Division of Discretionary Grants
Aerospace Building - 901 D Street SW.
Washington, DC 20024

Federal Relay Service:

Hearing-impaired and speech-impaired callers may contact the Federal Relay Service for assistance at 1-800-877-8339 (TTY - Text Telephone or ASCII - American Standard Code For Information Interchange).

VIII. Other Information

NOTICE: ACF intends to implement all electronic application submission via www.Grants.gov for applications for discretionary awards in FY 2012. For applicants without Internet access, or those without the computer capacity to upload large documents, ACF will offer a waiver procedure. In 2011, ACF will post a *Federal Register* notice soliciting public comment on the intended move to all electronic application submission via www.Grants.gov for applicants for discretionary awards.

Reference Websites

U.S. Department of Health and Human Services (HHS) on the Internet <http://www.hhs.gov/>.

Administration for Children and Families (ACF) on the Internet <http://www.acf.hhs.gov/>.

Administration for Children and Families - ACF Funding Opportunities homepage <http://www.acf.hhs.gov/grants/>.

Catalog of Federal Domestic Assistance (C.F.D.A.) <https://www.cfda.gov/>.

Code of Federal Regulations (C.F.R.) <http://www.gpo.gov/fdsys/>.

United States Code (U.S.C) <http://www.gpo.gov/fdsys/>.

All required Standard Forms, assurances, and certifications are available on the ACF Forms page at http://www.acf.hhs.gov/grants/grants_resources.html.

Grants.gov Forms Repository webpage
at http://www.grants.gov/agencies/aforms_repository_information.jsp.

Versions of other Standard Forms (SFs) are available on the Office of Management and Budget (OMB) Grants Management Forms web site at http://www.whitehouse.gov/omb/grants_forms/.

For information regarding accessibility issues, visit the Grants.gov Accessibility Compliance Page at http://www07.grants.gov/aboutgrants/accessibility_compliance.jsp

Sign up to receive notification of ACF Funding Opportunities at www.Grants.gov
http://www.grants.gov/applicants/email_subscription.jsp.

For more information about the HPOG program, see the original announcements at <http://www.acf.hhs.gov/grants/open/foa/view/HHS-2010-ACF-OFA-FX-0126> and <http://www.acf.hhs.gov/grants/open/foa/view/HHS-2010-ACF-OFA-FY-0124>.

The awardees for the HPOG grants are listed on the Administration for Children and Families, Office of Family Assistance website at http://www.acf.hhs.gov/programs/ofa/hpog_public_list.html.

Application Checklist

Applicants may use the checklist below as a guide when preparing your application package.

What to Submit	Where Found	When to Submit
Drug-free Certification	Referenced in Section IV.2. of the announcement and found at http://www.acf.hhs.gov/grants/grants_resources.html .	Submission is due by the application due date found in the Overview and in Section IV.3.
Central Contractor Registration (CCR)	Referenced in Section IV.2. of the announcement. Go to www.ccr.gov to register.	Required for all applicants. CCR registration must be active by time of award.
DUNS Number (Universal Identifier)	Referenced in Section IV.2. of the announcement. Go to http://fedgov.dnb.com/webform to obtain DUNS Number.	Required in application submission.

SF-424 - Application for Federal Assistance SF-P/PSL - Project/Performance Site Location(s)	Referenced in Section IV.2. and found at http://www.acf.hhs.gov/grants/grants_resources.html and at the Grants.gov Forms Repository at http://www.grants.gov/agencies/aforms_repository_information.jsp .	Submission is due by the application due date found in the Overview and in Section IV.3.
SF-424A - Budget Information - Non-Construction Programs SF-424B - Assurances - Non-Construction Programs	Referenced in Section IV.2. and found at http://www.acf.hhs.gov/grants/grants_resources.html .	Submission is due by the application due date found in the Overview and in Section IV.3.
SF-LLL - Disclosure of Lobbying Activities, if applicable	"Disclosure Form to Report Lobbying" is referenced in Section IV.2. and found at http://www.acf.hhs.gov/grants/grants_resources.html . Submission of this form is required if any funds have been paid, or will be paid, to any person for influencing, or attempting to influence, an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this commitment providing for the United States to insure or guarantee a loan.	If applicable, submission is due prior to award.
Certification Regarding Lobbying	Referenced in Section IV.2. of the announcement and found at http://www.acf.hhs.gov/grants/grants_resources.html .	Submission is due prior to award.
Survey on Ensuring Equal Opportunity for Applicants	Non-profit private organizations (not including private universities) are encouraged to submit the survey with their applications. Applicants using a hard copy application, place the completed survey in an envelope labeled "Applicant Survey." Seal the envelope and include it along with the application package. Applicants applying electronically, may submit this survey along with the application. The survey is referenced in Section IV.2. of the announcement. The survey may be found at http://www.acf.hhs.gov/grants/grants_resources.html .	Submission is voluntary. Submission may be made with the application or prior to award.

Protection of Human Subjects Assurance Identification/IRB Certification/Declaration of Exemption (Common Rule)	Referenced in Section IV.2. of the announcement and available at http://www.hhs.gov/ohrp/assurances/forms/index.html	Submission is due prior to award.
Certification of Filing and Payment of Federal Taxes, if applicable	Referenced in Section IV.2. of the announcement and found at http://www.acf.hhs.gov/grants/grants_resources.html .	Submission is due by the time of award.
Debarment Certification (Primary)	Referenced in Section IV.2. of the announcement and found at http://www.acf.hhs.gov/grants/grants_resources.html .	Submission is due by the application due date found in the Overview and in Section IV.3.
Proof of Non-Profit Status	Referenced in Section IV.2. of the announcement under "Legal Status of Applicant Entity" in the "Project Description."	Submission is due prior to award.
Table of Contents	Referenced in Section IV.2. of the announcement under "Project Description."	Submission is due by the application due date found in the Overview and in Section IV.3.
Project Summary/Abstract	Referenced in Section IV.2. of the announcement under "Project Description."	Submission is due by the application due date found in the Overview and in Section IV.3.
Project Description	Referenced in Section IV.2. of the announcement.	Submission is due by the application due date found in the Overview and in Section IV.3.

Logic Model	Referenced in Section IV.2. of the announcement under "Project Description."	Submission is due by the application due date found in the Overview and in Section IV.3.
Third-Party Agreements	Referenced in Section IV.2. of the announcement under "Project Description."	If available, submission is due by the application due date found in the Overview and in Section IV.3. If not available at the time of application submission, due by the time of award.
Budget and Budget Justification	Referenced in Section IV.2. of the announcement under "Project Description."	Submission is due by the application due date found in the Overview and in Section IV.3.

Appendices